UNDERGRADUATE INTERNSHIP APPLICATION/CONTRACT

To register for an internship, you must complete this form and have it approved and signed by the Faculty Member who will be supervising your work. It is suggested that you interview with at least two different organizations. Bring the completed form to 205 Center for the Arts to be registered into this course. One credit hour requires 40 hours of work time.

NAME_______________________________________ SIGNATURE________________________________________

(please print)

PERSON #:___________________________________ UB EMAIL: _________________________________________

COURSE TITLE: ___________________________________________________________________________________

COURSE REGISTRATION #: ______________________________ CREDITS: _____________________________

FACULTY SPONSOR: _____________________________________________________________________________

INTERNERSHIP LOCATION, NAME/ADDRESS/TELEPHONE/E-MAIL OF ORGANIZATION:

(please print)

In the space below state:

Duties: ___________________________________________________________________________________________

Responsibilities: ___________________________________________________________________________________

Hours which were agreed upon in your interview: ________________________________________________________

Indicate what you plan to learn and accomplish through this internship (continue on reverse if necessary)

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Faculty Sponsor___________________________________________ Date _______________________________

(please print)

Organization Representative_____________________________ Date _______________________________

(7/14)